

Fleet Management Services

MISSION STATEMENT

The mission of the DPWT Division of Fleet Management Services (Motor Pool Internal Service Fund) is to plan for, acquire, maintain, and dispose of the County's fleet of motor vehicles, buses, heavy equipment, and other vehicular equipment in support of the transportation and service delivery needs of all County departments.

BUDGET OVERVIEW

The total recommended FY06 Operating Budget for the Division of Fleet Management Services is \$44,788,230, an increase of \$3,040,300 or 7.3 percent from the FY05 Approved Budget of \$41,747,930. Personnel Costs comprise 30.5 percent of the budget for 166 full-time positions for 163.6 workyears. Operating Expenses and Capital Outlay account for the remaining 69.5 percent of the FY06 budget.

Not included in the above recommendation is a total of \$260,370 and 3.0 workyears that are charged to Public Works and Transportation, General Fund. The funding and workyears for this item are included in the receiving department's budget.

HIGHLIGHTS

- ❖ **Opened new fast-fill CNG fueling station in June 2004.**
- ❖ **Add an on-site monitor to ensure that the county contractor is performing services per contractual agreement. The result will be providing safer, reliable, and cleaner buses.**
- ❖ **Provide funding to ensure the operation of the CNG fueling station serving the County's administrative vehicles, taxicab companies, and municipal entities.**
- ❖ **Provide funding for the replacement of 241 vehicles including 198 public safety vehicles.**
- ❖ **Productivity Enhancements**
 - **The extension of hours in the transit maintenance shops to 24 hours/7 days a week allows preventative maintenance to be performed when buses are not in regular service. The result of such scheduling is improved quality of work and fewer unscheduled repairs.**
 - **The creation of a web-based Vehicle Assignment Form allows users throughout the County to log on and update existing and new vehicle assignments. Previously, the entire process was manual.**

PROGRAM CONTACTS

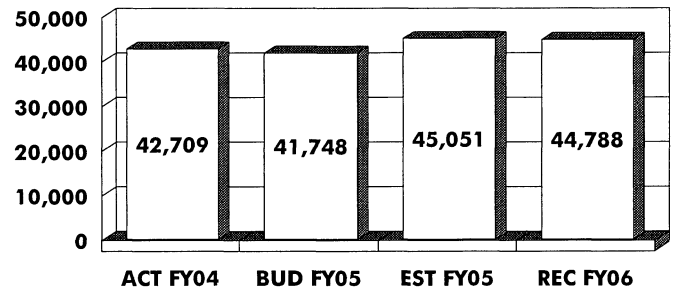
Contact Jo Ann Byrum of the Division of Fleet Management

Fleet Management Services

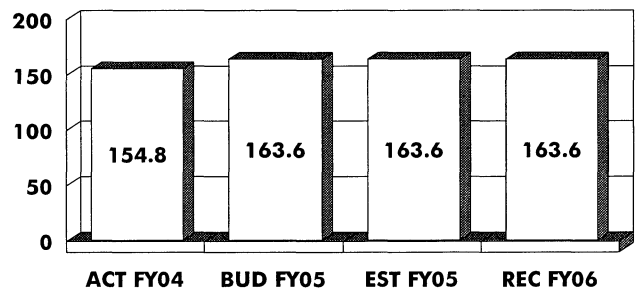
Program Summary

	Expenditures	WYs
Heavy Equipment and Automotive Services	4,374,820	38.4
Transit Equipment Services	14,468,560	87.6
Management Services	846,130	4.9
Administrative Services	25,098,720	32.7
Totals	44,788,230	163.6

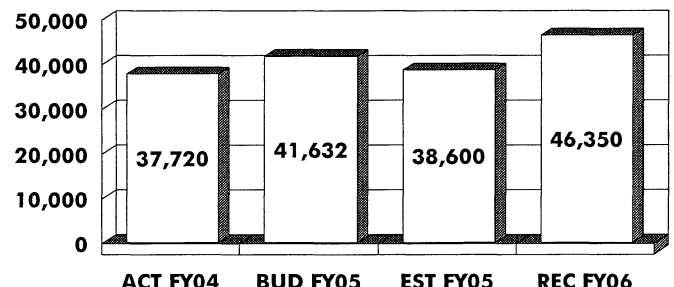
Trends



EXPENDITURES [\$000s]



WORKYEARS



RELATED REVENUES [\$000s]

Services at 240.777.5759 or Brady Goldsmith of the Office of Management and Budget at 240.777.2793 for more information regarding this department's operating budget.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	23,940,050	35.2
FY06 CE Recommended	25,098,720	32.7

PROGRAM DESCRIPTIONS

Heavy Equipment and Automotive Services

This program is responsible for the maintenance and repair of the heavy equipment fleet which includes heavy dump trucks, construction equipment, snow plows, leafers, mowers, backhoes, gradalls, and other specialized pieces of heavy equipment. In addition, this program is responsible for the maintenance and repair of the automotive fleet which includes administrative vehicles, police vehicles, vans, and light trucks. The maintenance and repair service for the automotive and light truck fleet is provided through contractual service at the Seven Locks Maintenance Facility.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	3,811,090	37.3
FY06 CE Recommended	4,374,820	38.4

Transit Equipment Services

This program is responsible for the maintenance and repair of the transit equipment fleet which includes Ride On transit buses.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	13,152,440	86.2
FY06 CE Recommended	14,468,560	87.6

Management Services

This program provides policy development and planning; operational, personnel, and administrative oversight; and support for division activities. This program is also the central coordinator for the County on energy-related matters pertaining to emissions and motor fuel to include alternative fuels and applicable State and Federal legislation.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	844,350	4.9
FY06 CE Recommended	846,130	4.9

Administrative Services

This program includes the preparation and monitoring of the operating and CIP budgets; financial management of the Motor Pool Internal Service Fund; fuel management; payment processing; the development, preparation, and monitoring of vehicle and equipment specifications, Invitations for Bids (IFB), and contracts; inventory and facility management; and the management and administration of computer and office automation system activities. In addition, this program replaces and disposes of the County's fleet which includes automotive and heavy equipment.

BUDGET SUMMARY

	Actual FY04	Budget FY05	Estimated FY05	Recommended FY06	% Chg Bud/Rec
MOTOR POOL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	8,864,210	8,812,680	8,860,560	10,303,930	16.9%
Employee Benefits	2,579,446	2,973,000	2,958,280	3,373,630	13.5%
Motor Pool Internal Service Fund Personnel Costs	11,443,656	11,785,680	11,818,840	13,677,560	16.1%
Operating Expenses	22,297,846	23,156,020	25,773,410	24,486,720	5.7%
Capital Outlay	8,967,335	6,806,230	7,458,750	6,623,950	-2.7%
Motor Pool Internal Service Fund Expenditures	42,708,837	41,747,930	45,051,000	44,788,230	7.3%
PERSONNEL					
Full-Time	161	167	167	166	-0.6%
Part-Time	0	0	0	0	—
Workyears	154.8	163.6	163.6	163.6	—
REVENUES					
Charges For Services	36,155,400	39,617,080	36,617,080	44,820,040	13.1%
State Fuel Tax	477,468	600,000	600,000	0	—
Warranty Claims	13,993	50,000	50,000	50,000	—
Disposal of Fixed Assets Gain/(Loss)	-242,386	250,000	250,000	300,000	20.0%
Enterprise Rental Vehicles	91,449	160,000	160,000	160,000	—
Insurance Recoveries	645,031	900,000	900,000	1,000,000	11.1%
Other Revenue	507,729	3,000	3,000	0	—
Take Home Vehicle Charges	18,930	20,000	20,000	20,000	—
Interest Income - Pooled Investments	52,313	31,920	0	0	—
Motor Pool Internal Service Fund Revenues	37,719,927	41,632,000	38,600,080	46,350,040	11.3%

FY06 RECOMMENDED CHANGES CROSSWALK

	Expenditures	WYs
MOTOR POOL INTERNAL SERVICE FUND		
FY05 ORIGINAL APPROPRIATION	41,747,930	163.6
Changes (with service impacts)		
Enhance: Contract Monitors for Bus Wash Lanes [Transit Equipment Services]	75,180	0.8
Other Adjustments (with no service impacts)		
Increase Cost: Parts & Fuel Pass-thru costs [Administrative Services]	795,620	0.0
Increase Cost: Overtime and other personnel costs	793,580	0.0
Increase Cost: Labor Contracts	458,370	0.0
Increase Cost: CNG Equipment [Administrative Services]	250,000	0.0
Increase Cost: FY06 Group Insurance Rate Adjustments	193,480	0.0
Increase Cost: Charges from Risk Management [Administrative Services]	175,470	0.0
Increase Cost: Personnel	165,150	0.0
Increase Cost: FY06 Retirement Rate Adjustments	111,780	0.0
Increase Cost: Fueling additional CNG buses [Administrative Services]	94,420	0.0
Increase Cost: Motor Pool [Administrative Services]	89,800	0.0
Increase Cost: Consumer Price Index Adjustment - Automotive Contract [Heavy Equipment and Automotive Services]	83,780	0.0
Increase Cost: Annualization of FY05 Lapsed Positions [Administrative Services]	70,520	0.0
Increase Cost: Operating Budget Impact for Fleet Expansion [Transit Equipment Services]	57,630	0.0
Increase Cost: Additional maintenance costs [Transit Equipment Services]	51,010	0.0
Increase Cost: Replacement of Corby Security Card [Administrative Services]	47,000	0.0
Increase Cost: MLS Adjustments	19,110	0.0
Increase Cost: Chargebacks - IT Specialists [Administrative Services]	15,320	0.0
Increase Cost: Labor Contracts - Other	15,190	0.0
Increase Cost: Records Management - One-Time Only [Management Services]	9,020	0.0
Increase Cost: Records Management [Management Services]	9,020	0.0
Increase Cost: Chargebacks - Procurement Specialists [Administrative Services]	8,040	0.0
Increase Cost: Chargebacks - OHR Medical Service [Management Services]	1,770	0.0
Increase Cost: Monthly rental increases for copiers [Management Services]	1,200	0.0
Increase Cost: Chargebacks - DPWT Operations for Facilities [Management Services]	1,120	0.0
Increase Cost: Workforce Adjustment	0	0.2

	Expenditures	WYs
Decrease Cost: Duplicate Supply Tech Position	-36,730	-1.0
Decrease Cost: Chargebacks - DPWT/Operations for Depot mechanics [Heavy Equipment and Automotive Services]	-83,270	0.0
Decrease Cost: Change in vehicle replacement expenditures [Administrative Services]	-207,280	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY05 [Administrative Services]	-225,000	0.0
FY06 RECOMMENDATION:	44,788,230	163.6

FUTURE FISCAL IMPACTS

Title	CE REC. FY06	FY07	FY08	(S000's) FY09	FY10	FY11
This table is intended to present significant future fiscal impacts of the department's programs.						
MOTOR POOL INTERNAL SERVICE FUND						
Expenditures						
FY06 Recommended No inflation or compensation change is included in outyear projections.	44,788	44,788	44,788	44,788	44,788	44,788
Annualization of Positions Recommended in FY06 New positions in the FY06 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.	0	19	19	19	19	19
Elimination of One-Time Items Recommended in FY06 Items recommended for one-time funding in FY06, including CNG Equipment and Corby Security Card System, will be eliminated from the base in the outyears.	0	-297	-297	-297	-297	-297
Labor Contracts These figures represent the annualization of FY06 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY07 and beyond.	0	498	587	587	587	587
Change in Vehicle Replacement Expenditures Costs for the ongoing replacement of the County's fleet per current Fleet Replacement Schedule.	0	1,817	883	2,746	1,923	611
OBI for Fleet Expansion Additional maintenance costs associated with expansion of 13 buses in FY06.	0	131	131	131	131	131
Subtotal Expenditures	44,788	46,955	46,111	47,974	47,152	45,839

FY06-11 PUBLIC SERVICES PROGRAM: FISCAL PLAN			MOTOR POOL				
FISCAL PROJECTIONS	FY05 ESTIMATE	FY06 REC	FY07 PROJECTION	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION	FY11 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	14.32%	12.60%	12.60%	12.60%	12.60%	12.60%	12.60%
CPI (Fiscal Year)	2.8%	2.6%	2.6%	2.6%	2.5%	2.5%	2.6%
Investment Income Yield	0.0215	0.03	0.0375	0.0425	0.0465	0.05	0.0525
BEGINNING FUND BALANCE	2,187,790	(1,244,160)	317,650	1,629,460	4,126,070	7,907,330	13,084,560
REVENUES							
Charges For Services	39,617,080	44,820,040	44,997,110	46,246,900	47,496,010	48,855,570	50,153,660
Intergovernmental	600,000	0	0	0	0	0	0
Miscellaneous	1,383,000	1,530,000	1,385,100	1,421,110	1,456,650	1,493,060	1,524,890
Subtotal Revenues	41,600,080	46,350,040	46,382,210	47,668,010	48,952,660	50,348,630	51,678,550
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To The General Fund	0	0	(62,710)	(74,010)	(74,010)	(74,010)	(74,010)
Indirect Costs	0	0	(62,710)	(74,010)	(74,010)	(74,010)	(74,010)
Transfers From Special Fds: Tax Supported	18,970	0	0	0	0	0	0
TOTAL RESOURCES	43,806,840	45,105,880	46,637,150	49,223,460	53,004,720	58,181,950	64,689,100
PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(45,051,000)	(44,788,230)	(44,788,230)	(44,788,230)	(44,788,230)	(44,788,230)	(44,788,230)
Labor Agreement	n/a	0	(497,660)	(587,360)	(587,360)	(587,360)	(587,360)
Annualizations and One-Time	n/a	n/a	278,200	278,200	278,200	278,200	278,200
Subtotal PSP Oper Budget Approp / Exp's	(45,051,000)	(44,788,230)	(45,007,690)	(45,097,390)	(45,097,390)	(45,097,390)	(45,097,390)
TOTAL USE OF RESOURCES	(45,051,000)	(44,788,230)	(45,007,690)	(45,097,390)	(45,097,390)	(45,097,390)	(45,097,390)
YEAR END FUND BALANCE	(1,244,160)	317,650	1,629,460	4,126,070	7,907,330	13,084,560	19,591,710
END-OF-YEAR RESERVES AS A							
PERCENT OF RESOURCES	-2.8%	0.7%	3.5%	8.4%	14.9%	22.5%	30.3%
Assumptions: 1. This projection for the Motor Pool Fund represents the County Executive's Recommended Fiscal Plan for the purchase, maintenance, and replacement of the County's fleet of light and heavy equipment and the maintenance of transit equipment. 2. Fleet Management Services operates the Motor Pool Fund, an Internal Services Fund, to account for the financing of services it provides other departments or agencies of the County on a cost reimbursement basis. 3. Resources are projected based on currently recommended revenue policies, which include inflationary adjustments to Charges for Services and vehicle replacement collections to meet the fleet replacement schedule. 4. PSP/Operating Budget Expenditures are based on major known commitments. 5. The fund balance includes the value of held, non-depreciated assets.							

PUBLIC WORKS AND TRANSPORTATION

Fleet Management

PROGRAM:

Heavy Equipment and Automotive Services

PROGRAM ELEMENT:

Police Vehicle Maintenance

PROGRAM MISSION:

To provide industry-leading, timely, cost-effective vehicle maintenance services to the Police Department to ensure safe, reliable, available vehicles for Department employees

COMMUNITY OUTCOMES SUPPORTED:

- Support Police Department employees with the safest, most reliable vehicles and equipment in protecting the lives and property of County citizens, businesses, and visitors and in effectively delivering related police services
- Ensure high value for tax dollars

PROGRAM MEASURES

	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
Outcomes/Results:					
Percentage of the time vehicles are available for use	98.3	97.4	97.0	97.5	97.5
Service Quality:					
Percentage of customers satisfied with maintenance services ^a	98.7	98.1	98.4	98.5	98.5
Efficiency:					
Average annual cost per police vehicle maintained (\$)	2,164	1,958	2,097	2,381	2,249
Average cost per work order processed (\$)	332	292	303	342	333
Workload/Outputs:					
Number of police vehicles ^b	1,280	1,284	1,225	1,214	1,252
Number of police vehicles maintained ^b	1,137	1,275	1,225	1,214	1,252
Number of work orders	7,409	8,562	8,465	8,460	8,460
Inputs:					
Expenditures (\$000)	2,461	2,497	2,569	2,890	2,816
Workyears ^c	3.0	3.0	3.0	3.0	3.0

Notes:

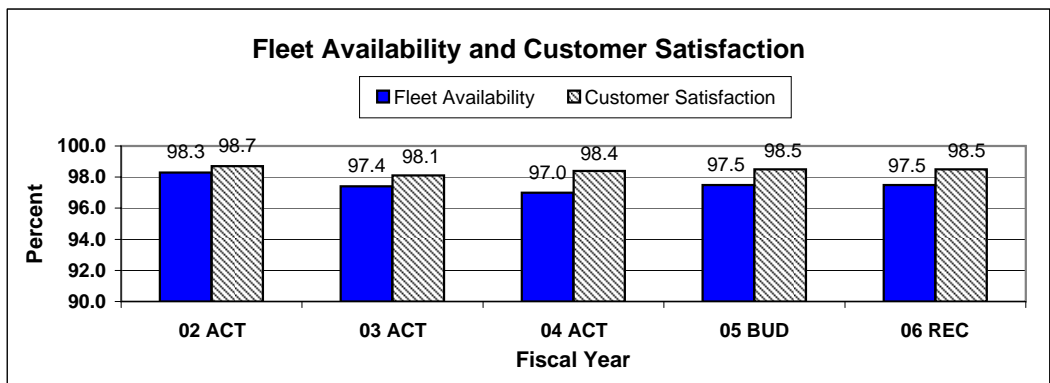
^aBased on customers who did not rate overall service quality as "unsatisfactory." A customer service evaluation sheet is given to each operator when he/she picks up the vehicle. This form solicits information on satisfaction with personnel, timeliness, and quality of service, as well as whether the operator's expectations had been met. During 2004, 336 evaluation sheets were returned (representing about 2.5% of those distributed).

^bThe number of police vehicles and the number of police vehicles *maintained* differ due to auctions, deadlined vehicles awaiting disposal or removed from service but being used for training, etc.

^cMaintenance is performed entirely by contract, with County administrative support of three workyears.

EXPLANATION:

Both fleet availability and customer satisfaction remain high. Customer service and cost efficiency remain primary contract goals, with performance expected to be at or above comparable fleet benchmarks.



PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Light fleet maintenance contractor.

MAJOR RELATED PLANS AND GUIDELINES: Automotive Service Excellence, Certified Automotive Fleet Managers, Best Fleet Management Practices, manufacturers' specifications.